

***This is only a **preview** of the exam task statements for the Training & Experience Examination. You will be asked to respond to each task statement indicating how your training and experience relate to each. To take the actual exam, please refer back to the bulletin and click the “Click here to go to the Internet exam” link at the bottom of the bulletin.

Training and Experience Evaluation Preview Research Data Supervisor 1

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

To answer all the test items (task statements) in this exam, you will be required to choose from among the provided answers, and to enter (type in) specific information about your experience. Work and education references will also be requested.

Be prepared to give specific information about the length and breadth of your work experience. Also, be prepared to provide specific information about where you received your experience.

Verification of References

Before a hiring decision will be made, your responses will be verified. A hiring manager or personnel staff member will contact the references you have provided to confirm job dates, experiences, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

Instructions

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

Tasks for Research Data Supervisor 1

1. Identifying new and/or existing research (e.g., news, legislation, web searching, data, conferences, professional journals, background information) to advance understanding of the relevant areas of study.
2. Providing input on the development of procedures for the collection of qualitative and/or quantitative data from new and existing sources.
3. Providing consultation on research related questions (e.g., research methods, survey methodology, sampling, statistical analyses, policy implications) to internal and/or external stakeholders.
4. Preparing data using various software programs (e.g., SAS, SPSS, SQL, Access, Excel, GIS) for analysis of studies, program development, and/or evaluation.
5. Providing technical expertise and recommendations in specialized areas to staff, management, and outside stakeholders to assist in the development and analysis of programs and projects.
6. Coordinating the work of team members in planning, organizing, and conducting research projects, program development, and/or conducting evaluation studies.
7. Implementing policies, objectives, or activities of the organization/department to ensure continuing operations, to meet legislative mandates, and/or improve processes.
8. Training staff in research related duties (e.g., data collection, analyses, data interpretation, reporting, graphic representation) using various methods (e.g., on the job training, presentation, peer feedback, formal training).
9. Communicating information, program updates, and/or policies or procedures in response to questions or complaints from internal or external entities.

10. Creating informative presentations on a variety of topics (e.g., research studies, demonstration projects, program evaluations, issues, and recommendations) for delivery to audiences with varying degrees of technical expertise.
11. Delivering informative presentations on a variety of topics (e.g., research studies, demonstration projects, program evaluations, issues, and recommendations) to audiences with varying degrees of technical expertise.
12. Reviewing reports for content, quality, accuracy, and format to ensure completion and timeliness.
13. Analyzing qualitative and/or quantitative data using various software programs (e.g., SAS, SPSS, SQL, Access, Excel, GIS) to answer questions relevant to research studies and program evaluation projects.
14. Interpreting the results of qualitative and/or quantitative statistical tests to answer questions relevant to research studies and program evaluation projects.
15. Preparing, reviewing, and revising project plans including the development of goals, timelines, objectives, tasks, and identifying resources needed.